

ANNUAL REPORT OF THE FACULTY AFFAIRS COMMITTEE

I. DATE: April 10, 1979  
TO: Henry Ferrell, Chairman of the Faculty  
FROM: Michael Bassman, Chairman  
Faculty Affairs Committee

II. Membership of the Committee (including ex-officio members)

Ex-officio: Thomas Brewer, Chancellor  
Henry Ferrell, Chairman of the Faculty  
Robert Holt, Vice Chancellor for Administration and Planning

Artemis Kares, Library Services	1979
Richard Lauffer, Health & PE, Alternate	1979
Kenneth James, Business, Secretary	1979
Charles H. Moore, Psychology	1980
Michael Bassman, Foreign Languages, Chairperson	1980
Jean Lowry, Geology	1981
Sandra Wurth-Hough, Political Science, Vice Chairperson	1981
Gregory Ross, Philosophy, Alternate	1981

III. Committee meetings (dates and members absent)

September 13, 1978	none
October 18, 1978	none
December 6, 1978	Lauffer
January 17, 1979	James, Lowry, Moore, Ross
February 26, 1979	Lowry, Wurth-Hough
March 26, 1979	none
April 9, 1979	Lauffer, Moore, Ross

IV. Date of reports to the Faculty Senate during the year

January 30, 1979

V. Specific instructions, if any, given to the Committee by the Faculty Senate, other than those found in the Committee's Constitutional charge

In order to comply with an amendment to the UNC Board of Governors' Code, the Committee was charged with revising the section of Appendix D of the ECU Faculty Manual that deals with reappointment of faculty beyond the normal retirement date (Section III, C. 5, page 7). The Committee was also asked to review Appendix D with regard to which administrative officials shall sign the different personnel matters.

VI. A brief statement of Committee organization, subcommittees, research activities, etc.

A faculty member who has a grievance petitions the Faculty Affairs Committee for redress. The petition must be written and must set forth in detail the nature of the grievance and against whom it is directed. After submitting the petition to the chairperson of the Faculty Affairs Committee, the petitioner is invited to present orally the grievance before the entire committee. Following the presentation, the Committee decides whether the grievance falls within its authority, whether the petitioner has exhausted appropriate departmental and administrative channels, and whether the grievance merits a detailed investigation. If the case is accepted, the chairperson will appoint a subcommittee to investigate the case and then report back to the full committee. The full committee then decides what further action is warranted.

VII. List of Committee accomplishments including recommendations made to agencies other than the Faculty Senate

- A. A subcommittee continued an investigation of an appeal (carried over from last year) by a member of the Math Department charging salary discrimination. In March, the petitioner decided to drop the case.
- B. A member of the Political Science Department presented a grievance before the Committee. Before undertaking an investigation of the grievances, the Committee recommended that the petitioner meet with the chairperson of the Political Science Department. The petitioner's grievance is now being studied by an administrative representative.
- C. A member of the School of Home Economics presented a grievance before the Committee. The case was accepted and a subcommittee was appointed to investigate the matter. After an informal hearing, the FAC recommended to the Dean of the School of Home Economics that the person with the grievance be considered for the vacancy and in the future, the same procedures be applied to both tenured and nontenured track faculty.
- D. A delegation from the Committee met twice with Chancellor Brewer regarding the salary increment of \$500 awarded upon completion of the doctorate. The delegation learned that there is no official policy for this increment. If a teacher is promised this sum upon completion of a doctorate, it should be set forth in a written agreement. In addition, the Chancellor is considering having a fund set aside to pay \$500 increments plus additional raises for completion of doctorates.
- E. A subcommittee was appointed to review Appendix D in regard to who should sign personnel instruments. The subcommittee was also charged with reviewing retirement policies in Appendix D in order to have them conform with the UNC Board of Governors' Code.

VIII. Citation of the resolution numbers of Senate resolutions that originated with the Committee

(79-6) See Faculty Senate Minutes of January 30, 1979

IX. Proposals and/or business to be carried over to next year

- A. The Appendix D subcommittee which is reviewing the signatures in personnel matters

X. Evaluation of the Committee

- A. Structure: Satisfactory
- B. Duties: Satisfactory
- C. Functions: Satisfactory
- D. Personnel: Satisfactory

## XI. Suggestions for improving the effectiveness of the Committee

- A. The departmental and administrative channels (through which a faculty member must go before petitioning the Faculty Affairs Committee) be clearly defined in Appendix C (and coordinated with Appendix D as revised)
- B. A time limit be specified for grievance cases

Signed: Chairperson Michael F. Bassman  
Secretary Kenneth C. James